

SECRET

FTB

70-2213

12 NOV 1970

MEMORANDUM FOR: DD/S Representative on Agency Task
Force on Reports Reduction

SUBJECT : Directorate Goals

1. Based upon the reports inventory and estimates of cost submitted by each Directorate, we have advised the Office of Management and Budget that total administrative/management reporting costs in CIA exceed [redacted] Although a ten percent reduction in these costs would seem to be a reasonable target, in view of the exclusion of substantive reporting from the reports inventory at this time we have established Directorate reduction goals at approximately 7-1/2% of Directorate costs. Therefore, the cost reduction goal for administrative/management reports in the Support Directorate [redacted]

25X1

2. Each Directorate has been informed that the DD/S has the responsibility for assessing the value and need for regulatory and other centrally prepared management information reports produced by offices of the Support Directorate and disseminated to elements throughout the Agency. They have been asked to cooperate in your efforts to evaluate the importance of these reports. They have been urged to participate with you in an honest and critical evaluation of the contribution each report makes to the managers of Agency intelligence production and operations programs, especially in terms of costs and benefits. Obviously, we should be careful in the elimination of centralized reporting systems not to have the data accumulated and reported in some other location, and at some other level, unless cost factors reveal this to be the proper course.

3. We are required to submit a final report of our accomplishments to OMB by 30 September 1971. Therefore, I feel we should be in the final clean-up and recapitulation phase of our efforts by

the end of this fiscal year. In order to keep apprised of the status of our efforts, I would like a brief interim report of progress and a projection of likely accomplishments by 1 April 1971. If you have any questions, please call [redacted]

25X1

25X1

[redacted]

[redacted]

25X1

Chairman

Attachment

Copy of memo to each DD
same subject